

Minutes

Steering Committee Meeting

Tuesday, May 18, 2004

1:30- 2:45

33 Hazen Drive, 1st Floor Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Monthly Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Brian Smith – OIT

Kelly Michael – DMV

Teresa Williams – Town of Wakefield

Brian Lumbert – OIT

Dennis Roffman – OIT

Peter Croteau – OIT

Glenn Ott – BearingPoint

Rachel Henderson – BearingPoint

Joan Porter – Town of Manchester

Craig Dudley – S&CSI

Kirsten Hale – DMV

Pat Harte – City of Manchester

Linda Farrell – DOS

Jim Bronson – OIT

Priscilla Vaughan – DMV

Betty Ramspott – Sunapee

Agenda Topics

I. MAAP Application Demo	Kelly
<ul style="list-style-type: none">• Registration Transfer Demo	
II. Project Schedule	Dennis
<ul style="list-style-type: none">• No Changes from last month.	
III. Resolved Issues	Dennis
<ul style="list-style-type: none">• Answers to questions posed at the previous meetings have been documented and will be published in the Newsletter for Towns/Cities.• Name Search has been resolved and was demonstrated in the walkthrough.• Answers regarding Municipal Agent Functions in the future have been documented by DMV and a letter has been distributed to Towns/Cities.	
IV. Enhancements generated from Weekly Demos	Dennis
<ul style="list-style-type: none">• There are four issues discovered during demos with DMV that may require the schedule to be delayed and add cost. These are being evaluated.	
V. BearingPoint Activities	Rachel/Glenn
<ul style="list-style-type: none">• Integration and Functional testing is in progress.• The Development phase has been completed.• Help System has also been completed.	
VI. Implementation Activities	Brian
<ul style="list-style-type: none">• Orders have been made for hardware and is in process. PC's have been ordered for Browser Towns.• Online Municipal Agents have been contacted to confirm training schedule.• PC's will not arrive for another 2-3 weeks. Schedule for delivery is underway.• Contract for Municipal Agents is under review by the Attorney General's Office.	
VII. OIT Activities	Jim
Development Tasks: <ul style="list-style-type: none">• Boat Registration• Table Maintenance• Extracts• Reports• XML Certification• XML Integration, at the end of May we will began informal testing. Formal testing will begin in July, and Certification testing in August.	

VIII. UAT Scenarios

Kelly/Priscilla

- DMV is in the process of creating scenarios for each of the processes (reg renewals, transfers, etc). Objective is to create a comprehensive set to exercise the system as thoroughly as possible.

IX. Citizen Registration Renewal (COMPASS)

Pete

- COMPASS is on schedule for June 1st. Presently in the process of being tested. Informal implementation to take place on May 25.

Next Meeting: Meeting is June 15, 2004 1:30